

**BY ORDER OF THE COMMANDER
688TH INFORMATION OPERATIONS
WING**

688 IOW INSTRUCTION 32-1001

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Civil Engineering

FACILITY OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*, dated 4 March 2010. It establishes the 688 IOW facilities support for buildings 178 and 179 on Port San Antonio (PSA), buildings 1005, 2005 and the 688 IOW occupied areas in buildings 2000 and 2058 on Lackland AFB. This instruction identifies primary responsibilities and procedures for conducting facility management operations in accordance with 802 CES Facility Manager's Handbook and 688 IOWI 16-501, *Corporate Process*, dated 20 July 2012. This instruction does not apply to Air Force Reserve Command, Air National Guard, and geographically separated units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, ***Recommendation for Change of Publication***; route AF Forms 847 to the 688 IOW publications/forms manager. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers (RCN) in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal Public, and Interagency Air Force Information Collections*, dated 1 June 2000. Contact supporting records managers as required.

SUMMARY OF CHANGES

This publication is revised to make changes due to the activation of the 688 IOW under Twenty-Fourth Air Force and incorporates the 20 September 2010 administrative change. References to Kelly USA have been changed to Port San Antonio.

1. Background. 688 IOW personnel duty areas are located in various locations on Port San Antonio (PSA) and Lackland AFB, San Antonio, TX. Each location is unique in functional management of facility resources with a variety of procedures and responsibility.

1.1. Buildings 178 and 179 PSA are leased-back facilities from the City of San Antonio. The PSA Asset Manager manages all facilities for the City of San Antonio. The 802 CES Leaseback Office manages the facility management program for all Air Force occupied facilities in accordance with a Memorandum of Agreement with PSA. 318th Operations Support Squadron Facility Operations (318 OSS/OSFO) has assigned Facility Managers in accordance with the Host/Tenant Support Agreement. 802d Civil Engineer Squadron (802 CES) provides funding necessary for minor maintenance and repair to sustain normal operations. All facilities related work, regardless of funding source, must be coordinated and approved by 802 CES Leaseback Office and PSA. Work accomplished on the facilities by any organization other than PSA must have PSA's approval. PSA provides the following services funded by 802 CES for buildings 178 and 179 and the surrounding area: refuse and custodial services; all preventive maintenance on all utility systems; mechanical systems and equipment; fire alarms, chillers and other facility and equipment components as recommended by the manufacturer; facility maintenance, grounds maintenance, perimeter fence, external lighting, and parking areas within the perimeter.

1.2. Buildings 1005 and 2005 are located on Lackland AFB and 688 IOW has total occupancy of these facilities. 802 CES manages the facility management program and provides maintenance and repair as necessary to sustain normal operations. 318 OSS/OSFO has assigned Facility Managers in accordance with Host/Tenant Support Agreements. All facilities related work, regardless of funding source, must be coordinated and approved by 802 CES.

1.3. 688 IOW occupies portions of buildings 2000 and 2058, but is not the primary tenant. Facility Managers are assigned by the primary tenant organizations and have the responsibility for all occupants within the respective facility. 688 IOW assign Area Facility Representatives to the Facility Manager of buildings 2000 and 2058 to perform the functions as necessary by the Facility Manager and are listed as the POC for their respective areas. All requests for work in 688 IOW occupied areas must be processed through the respective Facility Manager.

2. Policy. The 318 OSS/OSFO is responsible to implement a program to support the compound missions, maintain real property facilities, and develop and implement programs to improve livability.

3. Procedures. 318 OSS/OSFO will manage the 688 IOW's Facility Operations Program.

3.1. 318 OSS/OSFO will appoint a primary and alternate Facility Manager to 802 CES to function as the facility managers for buildings 178 and 179 on PSA. The squadron commanders from within buildings 178 and 179 will identify a primary and alternate Area

Facility Representative as the POC to work with the 318 OSS/OSFO Facility Operations Coordinator to execute the program.

3.2. 318 OSS/OSFO will appoint a primary and alternate Facility Manager to 802 CES who will execute the facility operations program for buildings 1005 and 2005 on Lackland AFB. The facility managers assigned will perform in accordance with guidance received from 802 CES.

3.3. 688 IOW/CC will appoint an Area Facility Representative to AF ISR Agency/A7CM from 318 OSS/OSFO as the POC for 688 IOW. AF ISR Agency/A7CM functions as the Facility Managers for Building 2000.

3.4. 90 IOS/CC will identify a primary and alternate Area Facility Representative to the Cryptologic Systems Division (CPSD) Facility Management Office and will also perform as the POC to work with 318 OSS/OSFO to execute the program for 688 IOW occupied areas in Building 2058. The appointed Area Facility Representatives will perform in accordance with guidance received from CPSD, but must coordinate all work order requests through 318 OSS/OSFO.

4. Responsibilities.

4.1. 688 IOW/CC will:

4.1.1. Maintain overall responsibility for the facility operations of the buildings 178 and 179 located on PSA, and buildings 1005 and 2005 on Lackland AFB.

4.1.2. Appoint a Facility Operations Coordinator (318 OSS/OSFO) who performs as the single point of contact for all building 178 and 179 appointed Area Facility Representatives. The Facility Operations Coordinator will effectively communicate with all the Area Facility Representatives, PSA and the 802 CES Leaseback Office on a daily basis or as required on all issues affecting buildings 178 and 179, and associated missions. The Facility Operations Coordinator will have the authority to communicate with civilian emergency services in the absence of the Incident Commander.

4.1.3. Appoint the Senior Squadron Commander in buildings 178 and 179 to function as the Incident Commander under contingency operations involving facility operations on PSA. The appointed commander will have authority over all occupants in those buildings to control resources and protect personnel, as necessary, and will represent the Air Force as the POC for emergency responders from the City of San Antonio.

4.1.4. Provide authority to 318 OSS/OSFO for the implementation of this program.

4.1.5. Provide approval authority to 318 OSS/OSFO to expend 688 IOW funding below \$15K for facility related projects, repairs, and enhancements. Work identified with estimates \$15K-plus must have the Corporate Board level approval. All non-emergency work above \$15K will be managed through the Facility Working Group (FACWG) Corporate Process.

4.2. 688 IOW Group and Squadron Commanders will:

4.2.1. Identify to the 318 OSS/OSFO Facility Operations Office a primary and alternate Area Facility Representative POC within their unit or organization who will coordinate their facility work requirements through 318 OSS/OSFO.

4.2.2. Identify to the 318 OSS/OSFO Facility Operations Office a primary and alternate Escort Manager for unit areas in buildings 178 and 179.

4.2.3. Have authorization to request duplicates of interior keys only. They will be held accountable for all keys, ensuring they are locked up and must keep a Key Log for all issued keys. All requests for duplicate keys must be accompanied with a letter of request signed by the squadron commander or division chief and coordinated through 318 OSS/OSFO. Description of the key and the amount needed with proper justification must be included in the letter.

4.3. 318 OSS/OSFO Chief of Facility Operations will:

4.3.1. Collect inputs from Area Facility Representatives and prioritize work requests equal to or greater than \$15K annually. Following the prioritization, the requests will be incorporated into a Spend Plan detailing a scheduled commitment timeline. The Spend Plan will be updated at the Quarterly FACWG meetings.

4.3.2. Segregate facility requests that fall in the criteria for higher headquarters funding and provide higher headquarters the documentation necessary for inclusion into the Corporate Process. Maintain the requests in the 688 IOW Corporate Process until full acceptance is established on the higher headquarters' project list.

4.3.3. Distribute higher headquarters and unit funds to the Facility Operations Manager and Facility Operations Coordinator for work under \$15K and specifically identified work equal to or greater than \$15K. Funds for work specifically identified and funded by higher headquarters may not be diverted or used for any other purpose. Excess funding will be returned and any additional funding requirements will be coordinated through the Corporate Process.

4.3.4. Delegate approval authority to expend 688 IOW funding for facility related projects, repairs, and enhancements with the threshold limits as follows:

4.3.4.1. When funding is available, authority to approve funding for work not to exceed \$6K.

4.3.4.2. Authority to approve funding for work expected to exceed \$6K is given after coordination with the Chief of Facility Operations, 318 OSS/OSFO.

4.3.4.3. Work that is expected to exceed \$10K must have written justification validated by the Chief of Facility Operations, 318 OSS/OSFO.

4.3.4.4. All work above \$15K must be processed through the Corporate Process to receive authorization for expenditure of funds.

4.4. 318 OSS/OSFO Facility Operations Manager will:

4.4.1. Serve as the Facility Manager for buildings 1005 and 2005. The appointed facility managers will attend facility manager's training conducted by 802 CES and will follow all guidance provided by 802 CES in the performance of their duties.

4.4.2. Manage all 688 IOW occupied areas of buildings 2000 and 2058. 318 OSS/OSFO will attend training and meetings as necessary by the building 2000 and 2058 facility managers and will represent all 688 IOW units that occupy these areas.

4.4.3. Manage all Direct Scheduled Work (DSW) orders called into the 802 CES Zone Maintenance for 688 IOW areas and facilities. 318 OSS/OSFO will receive inputs from Area Facility Representatives for emergency and urgent requests and will maintain current status and history of requests to eliminate duplication and identifying reoccurring problem. DSWs are smaller scope work orders that do not require detailed planning and material requirements. 318 OSS/OSFO will inform the AF ISR Agency or CPSD facility managers of building 2000 and 2058 when DSWs are called in that have an impact outside the 688 IOW occupied areas of these facilities.

4.4.4. Manage all 688 IOW work requests submitted on AF Form 332, *BCE Work Request*, following guidance provided in Lackland Air Force Base (LAFB) Instruction 32-1001, *Work Request Process*.

4.4.5. Conduct and chair quarterly FACWG meetings IAW 688 IOWI 16-501, *Corporate Process*. The agenda of the FACWG will focus on development of recommendations to the 688 IOW Corporate Board involving acceptances and prioritization of facility work requests, space utilization, and development of the 5-year facility requirements program. 318 OSS/OSFO will brief all Area Facility Representatives on events that will affect facility users over the next quarter and provide current status on all large projects.

4.4.6. Prepare funding documents AF Form 9, *Request for Purchase* and AF Form 616, *Fund Cite Authorization*, as necessary, for expenditure of funding on approved work requests and projects.

4.5. 318 OSS/OSFO Facility Operations Coordinator will:

4.5.1. Manage the Facility Operations Office for buildings 178 and 179, and the surrounding areas within the perimeter fence. The Facility Operations Coordinator will function as the building 178 and 179 Facility Manager and will attend the facility manager's training conducted by 802 CES and will follow all guidance provided by the host Leaseback Office in the performance of their duties.

4.5.2. Assure all facility work requirements are properly addressed to the responsible organization for reoccurring maintenance, repair, alterations, construction, and modernization. 802 CES Leaseback Office maintains the support agreement with PSA and pays for all host responsible maintenance and repair for sustaining functions. Work requirements for supporting changes in mission requirements, alterations, or modernization will require tenant funding. All work accomplished on the facility must be processed through 802 CES and any work not accomplished by PSA must be coordinated and approved by both 802 CES and PSA.

4.5.3. Call in all facility work orders to PSA call desk for minor maintenance, repair, and alterations. All work called in to PSA will be coordinated through 802 CES Leaseback Office to assure payment. A database will be maintained to track all work orders for the purpose of monitoring progress and informing Area Facility Representatives.

4.5.4. Conduct quarterly or as needed building 178 and 179 Area Facility Representative meetings keeping all areas informed of events affecting facility usage, and function as a working group to determine space and utilization requirements. The meeting agenda will include status of work impacting facility occupants, scheduled utility outages, and an open forum for new requirements.

4.5.5. Provide all large project facility requirements requiring unit funding greater than \$15K to the FACWG for inclusion in the corporate board process. Assure all information required by the FACWG is provided from the Area Facility Representatives and represent the requesting unit at the FACWG meetings.

4.5.6. Prepare AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*, for facility requirements and coordinated by the Chief of Facility Operations, 318 OSS/OSFO.

4.5.7. Provide, at a minimum, parking spaces for:

4.5.7.1. Generals, colonels, chiefs, and equivalent grades of other services, and civilians GG-15 and above.

4.5.7.2. Organizational commanders.

4.5.7.3. Handicapped spaces as required by law.

4.5.7.4. Visitor parking spaces with 2-hour time limits.

4.5.7.5. GOVs.

4.5.8. Monitor the recycling program for all shredded paper, cardboard, and wood pallets. The LAFB recycling center will be called for pick-up when the holding receptacles reach 75% capacity.

4.6. Unit and organization Area Facility Representatives will:

4.6.1. Represent their unit or organization at meetings such as the 688 IOW FACWG and the building 178/179 Area Facility Representative meetings.

4.6.2. Identify any work order for repairs, maintenance, or any other facility issues to the 318 OSS/OSFO Facility Operations Office. Area Facility Representatives may call in work orders directly to 802 CES to correct an emergency condition that is detrimental to the mission or personnel when 318 OSS/OSFO office members are unavailable. In this situation, Area Facility Representatives will provide the emergency work order number and requirement to the 318 OSS/OSFO office so they may enter the information into the central database.

4.6.3. Assist in ensuring all hallways and loading dock areas are free of equipment and trash, and emergency exits and passages remain free from obstructions.

4.6.4. Help enforce energy and water conservation policies and procedures.

4.6.5. Representatives from buildings 178 and 179 will ensure all short or long term project work requirements are identified in a Statement of Work (SOW) and engineering drawings and/or sketches are provided to accomplish the work. 318 OSF/OSFO is responsible for providing the format for the SOW, Attachment 2.

4.7. Unit Escort Managers for buildings 178 and 179 will:

4.7.1. Provide a monthly escort schedule to the 318 OSS/OSFO Facility Operations Coordinator Office. One escort will be required each workday from 0700 – 1500. This escort will serve as an alternate to the fulltime escort on the 318 OSS/OSFO staff. On the

occasions when the 318 OSS/OSFO escort is not available for duty, two individuals will be identified for pager stand-by escort duty, and the hours may extend to 1630.

PAUL A. WELCH, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 4 March 2010

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal Public, and Interagency Air Force Information Collections*, 1 June 2000

AFMAN 33-363, *Management of Records*, 1 March 2008

688IOWI 16-501, *Corporate Process*, 20 July 2012

Prescribed Forms:

None

Adopted Forms:

AF Form 9, *Request for Purchase*

AF Form 332, *BCE Work Request*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document (MORD)*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

CPSD—Cryptologic Systems Division

DSW—Direct Scheduled Work

FACWG—Facility Working Group

LAFB—Lackland Air Force Base

MORD—Miscellaneous Obligation/Reimbursement Document

POC—Point of Contact

PSA—Port San Antonio

RCN—Reports Control Numbers

RDS—Records Disposition Schedule

SOW—Statement of Work

Attachment 2

SAMPLE STATEMENT OF WORK FOR LEASEBACK FACILITIES



REQUESTORS NAME ____ ORGANIZATION

APPROVING OFFICER: ____ PHONE NO. ____ FAX NUMBER

PSA W/O ____ BUILD & RM NO. ____ DATE SUBMITTED

REQUIRED COMPLETION DATE ____ FUNDS PAID BY MIPR/MORD

DESCRIPTION OF WORK TO BE ACCOMPLISHED. (attach Engineering Drawings, plan or sketch when appropriate fax to 925-9530 or bring to 802 CES/CEOK Leaseback Office at B-1650 suite 114)

SOW:

JUSTIFICATION FOR WORK TO BE ACCOMPLISHED:

Received by Leaseback Representative _____